

4th Floor, Pt. Deendayal Antyodaya Bhawan
CGO Complex, Lodhi Road
New Delhi – 110 003
Dated: 16th September, 2020

CIRCULAR

Subject: Engagement of Retired Government Officials as Assistant Section Officer (ASO) on Retainership basis in National Centre for Drinking Water, Sanitation and Quality (NCDWSQ), New Delhi

National Centre for Drinking Water, Sanitation and Quality (NCDWSQ) is being established at Joka, Kolkata as autonomous institution of Department of Drinking Water and Sanitation, Ministry of Jal Shakti, Government of India. It is proposed to engage a retired Government official to work as Assistant Section Officer on Retainership basis against the vacant post of Assistant in National Centre for Drinking Water, Sanitation and Quality at New Delhi as per the following criteria:

- (i) Must have retired from Central Government Ministries/ Departments/ Autonomous body/ Statutory Body/ Board.
- (ii) Must have retired as ASO or above and have expertise in noting/ drafting etc.
- (iii) Should have good communication and interpersonal skills and excellent knowledge of Computer usage, and Public Financial Management System
- (iv) Must be well acquainted with functioning of Government Ministries/ Departments/ Statutory Body/ Autonomous Bodies.
- (v) Must be well conversant and able to deal with matters pertaining to establishment, administration, finance, day to day working issues, liasoning and coordination etc.
- (vi) Must be able to take initiative, handle time bound assignments and tasks relating to establishing a new government organization
- (vii) Having good morals and values

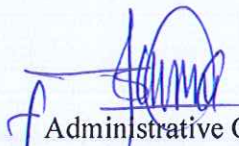
2. The engagement of retainers shall be subject to the following conditions:

- (i) Persons till the age of 64 years can apply.
- (ii) Engagement shall initially be for a period of six months or until regular incumbents are available, whichever is earlier.
- (iii) Extension of engagement, if any, shall be at the sole discretion of competent authority.
- (iv) Working hours shall be from 9.00 a.m. to 5.30 p.m. during working days including half an hour lunch break in between. However, in exigencies of work,

he/ she may be required to sit late and may be called on Saturdays/ Sundays and other Gazetted Holidays.

- (v) Individual will require to mark his attendance in Biometric Attendance System
 - (vi) Shall be entitled to 4 days leave in six calendar months. The un-availed leave cannot be carried forward or encashed.
 - (vii) Individual will give one month notice for leaving the services with NCDWSQ.
 - (viii) Engagement may be terminated at any time by NCDWSQ without assigning any reason without any notice.
 - (ix) NCDWSQ shall not be responsible for any loss, accident, damage, or injury suffered by the individual arising out of execution of his/ her official duty.
 - (x) The selected officers will be paid a consolidated fee amounting to Rs. 31300/- (Rs. 29300/- fee +Rs. 2000/- conveyance charges) only, TDS as applicable. He/ She shall not be entitled for any allowances such as Dearness Allowance, residential, telephone, transport, OTA etc.
 - (xi) He/ She will not be allowed any foreign travel at Government/ NCDWSQ Expenses.
 - (xii) Individual engaged shall not directly or indirectly communicate or reveal to any person or persons any matter collected for the purpose of his/ her assignment or during the course of his/ her assignment, without the express written consent of the office.
 - (xiii) No secretarial assistance shall be provided.
 - (xiv) Individual engaged shall not represent or give opinion or advice in any matter which is adverse to the interest of this Office. He/ She is not permitted to take up any other assignment during his period of engagement.
 - (xv) Preference would be given to those retired in the last one year.
3. Interested persons who fulfil the above criteria may apply along with their Bio-data alongwith requisite documents (in the format enclosed **Annexure-A**) to the following address on or before 30.09.2020. Applications received after this date will not be entertained.

The Administrative Officer
National Centre for Drinking Water, Sanitation and Quality
Department of Drinking Water and Sanitation
4th Floor, Pt. Deendayal 'Antyodaya' Bhawan
CGO Complex, Lodhi Road, New Delhi – 110 003
Email: ncdwsq-ddws@gov.in


Administrative Officer

✓ Copy to Sr. Technical Director, NIC, DDWS for uploading this Circular on DDWS website.
This has the approval of Competent Authority.

Annexure-A**BIO – DATA**

Paste latest
passport size
photograph

Post for which applied		
1.	Name	
2.	Father's/Husband's Name	
3.	Telephone/Mobile Number	
4.	E-mail address	
5.	Address for communication	
6.	Permanent Address	
7.	Date of Birth	
8.	Present Age	
9.	Date of Retirement	
10.	Post from which retired	
11.	Name of the Ministry/Department from which retired	
12.	Last pay drawn (Pay in Pay band + Grade Pay) or Level/Cell	
13.	PPO Number	
14.	PPO Issued by	
15.	Educational/Technical Qualification	
16.	Number of Years in service in the Government or its institutions	
17.	Nature of duties attended while in service	
18.	Details of computer knowledge	
19.	Have you worked as Consultant or presently working as consultant? If yes, details of Office and remuneration etc.	

(Certified that the information furnished above are true)

(Signature)